



Whittier Friends School

Transitional Kindergarten – 6th grade

Application for Enrollment and Contract 2019-20

Mandatory Parent work day & school day 8/24/19

School TK-6 begins 8/28/19

How did you hear about our school? (Internet? Friend? who?) _____

STUDENT'S NAME		GENDER	BIRTH DATE	GRADE (2019-20)
ADDRESS CITY		ZIP	HOME PHONE ()	
PARENT'S NAME / GUARDIAN (PRIMARY CONTACT)			HOME PHONE ()	
ADDRESS (IF DIFFERENT THAN STUDENT)			CELL PHONE ()	
EMPLOYER	OCCUPATION	BUSINESS PHONE ()		
BUSINESS ADDRESS			<input type="checkbox"/> DO NOT INCLUDE MY INFORMATION ON SCHOOL ROSTER	
PARENT'S NAME / GUARDIAN			HOME PHONE ()	
ADDRESS (IF DIFFERENT THAN STUDENT)			CELL PHONE ()	
EMPLOYER	OCCUPATION	BUSINESS PHONE ()		
BUSINESS ADDRESS				
HOME EMAIL ADDRESS			STUDENT LIVES WITH	

If this is your first year with us, we need the name and address of your child's previous school in order to have the school forward your child's official cumulative pupil records to us. The Federal Family Rights and Privacy Act of 1974 does not require the school forwarding pupil records to obtain parent permission to release the records. In compliance with California Education Code Section 10939, we are hereby informing you of your right to inspect, review and challenge the content of the records in your child's cumulative file.

PREVIOUS SCHOOL

SCHOOL ADDRESS
CITY

ZIP

NOTE: All new students, any grade level, must submit proof of an eye examination and hearing test from an optometrist and audiologist. Tests must have been administered after age 4.

TRANSITIONAL KINDERGARTEN/KINDERGARTEN: All students must submit a photocopy of their birth certificate, immunization card, and have completed a "Report of Health Examination for School Entry" prior to the first day of school. See school for form.

Initial here _____

UNDERSTANDINGS

- We understand that our participation in our child's education is invaluable to the success of the individual child and of the school.
- We understand it is our responsibility to read the Parent Handbook and other information provided by the school and abide by their contents.
- We understand that parent meetings will be held monthly and that one of us is expected to attend each month, and that \$10 per meeting will be credited from the Parent Meeting fee towards the May 2020 tuition.
- We understand that all parents are expected to participate in the fundraisers and to serve on one or more fundraising committees, as needed.
- We understand that the school regularly goes on walking field trips, such as to the Whittier Public Library. We hereby give permission for our child to go on **all** walking field trips. We understand that we will be notified and required to give written permission for all other field trips.
- We understand that pictures of our child may be used from time to time for the purposes of advertising. If this is a particular problem, we as parents, will let the school know, **in writing**.
- We understand the school's policy on non-violence, and that a student who hits or attempts to injure another person will be suspended from one to three days depending on the severity of the incident.
- We understand that Whittier Friends School reserves the right to suspend or dismiss or decline future enrollment for any student for academic or behavioral reasons if it concludes that the school is not appropriate for the student, or for parent(s)/legal guardian(s) who willfully disregard school policy. All students attend Whittier Friends School at the will of the School Committee. The parent(s)/legal guardian(s) agree that they will hold Whittier Friends School, its employees, agents, School Committee members or representatives, harmless from any and all action relating to such dismissal.

Acceptance: I/We have read, understand and agree to all terms and conditions of this Application and Contract. I/We are the parent(s) or legal guardian(s) of the named student. I/We further understand that these aforementioned terms and conditions are binding as long as my/our child is a student at Whittier Friends School and/or monies are owed to the school.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

I choose to be a student at Whittier Friends School, and to help make this a safe and friendly school for everyone.

Student's Signature

Date

TUITION CONTRACT

The enrollment of my/our student and the payment of tuition is a commitment for a year's worth of education. I/We, the undersigned, wish to enroll _____ at Whittier Friends School. Student's name

SCHEDULE OF CHARGES

Annual Tuition: (For Ease of Payment, Annual Tuition may be divided into 10 monthly payments)

Transitional Kindergarten (half day): \$5,500)

Transitional Kindergarten and Kindergarten (full day): \$6,750

Elementary 1st-2nd grade Tuition: \$7,000

Elementary 3rd-6th grade Tuition: \$7,250

Non-refundable registration fee: \$100.00

Supplies fee: \$200.00 (refundable if withdrawn by August 1, 2019)

Parent Meeting fee: \$100.00 (\$10 per parent meeting attended will be credited towards May tuition (June 2020 tuition is paid in August 2019)

Field Trip Fees: Subject to activity, due prior to field trip

Day Care Fees 1st-6th grade: \$4/hour, \$4 daily minimum, billed monthly based on usage.

Elementary TK-2nd: 9:00am – 3:00pm*

Elementary 3rd-6th: 8:15am-3:00pm*

*Start/Stop times subject to change.

Tuition & Supplies fees cover costs for textbooks, curriculum, field trip costs over \$10, photocopies, classroom materials, testing and testing materials, school T-shirt, art supplies, etc.

Discounts Available:

1. \$250.00 discount (per family) for completed application received with \$100.00 non-refundable fee and \$200.00 supplies fee and \$100.00 parent meeting fee by April 30, 2019. (Total due with application is \$400.)
2. \$250.00 discount (per family) for payment in full by June 30, 2019.
3. 20% sibling discount for each additional student enrolled in the school.

Tuition Plans: (Please check one)

_____ Payment in full by June 30, 2019 for \$250 discount.

Monthly payment plans:

_____ 10 month plan: Payments begin August 24, 2019 (for June 2020)
September payment due on September 1, 2019

_____ 12 month plan: Payments begin June 1, 2019 (for June 2020)
Monthly payments due the 1st of each month.

There is no "discount" given for winter or spring breaks, holidays, illness, or scheduled student-free days. Payments are made directly to the school by the 10th of each month and are considered late if not turned in by the 10th. A \$10 late fee will apply. Bills are not issued for tuition payments.

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Other Tuition Information

Whittier Friends School dedicates time, money, resources, and energy into preparing the school year for your child(ren). In order to create a stable environment for the children of the school we expect that you will enroll your child for the entire school year. We understand that extenuating circumstances do arise and therefore we require the payment of your last month's tuition with your first month's tuition (if you are paying monthly). If you have paid in full and need to withdraw your child during the school year we will refund your remaining tuition except for one month's payment ("last month"). We require a **30-day notice** if you are withdrawing your child and tuition is due for this last month. We need a signed letter stating that you will be withdrawing your child before we can consider him/her withdrawn.

Initial here _____

Your child's position in school will be held only after receipt of a completed application and tuition contract, the \$100.00 non-refundable registration fee and \$200.00 supplies fee and the \$100.00 Parent Meeting fee. \$10 for each parent meeting attended will be credited towards May 2020 tuition. (June 2020 tuition is due on August 24, 2019.)

If you decide by August 1, 2019 that you will be unable to enroll your child(ren) at Whittier Friends School your supplies fee and parent meeting fee will be refunded once we have been informed in writing.

Please see the School Director or Administrator for information about Financial Aid for returning students.

Returned Checks/Late Payment Policy

--A \$10 fee will be charged for any returned check.

--A \$10 late fee and interest at 1% per month (on the amount in question) may be charged for any tuition payment/fee 30 days past due. In addition, the student may be suspended from school and/or the corresponding activity until all tuition/fees are brought current and any late fees and interest paid.

If a payment is going to be turned in after the 10th of the month, please communicate with the Financial Manager or School Director right away. If not communicated, a \$10 late fee will be charged for any late tuition payment or other fees. The \$10 late fee will be charged each month for each late payment until it has been paid in full.

If the person(s) responsible for payment of tuition and/or fees has not made an amended written payment agreement, acceptable to the school, within 90 days of the due date of the tuition/fees in question, legal action may be taken for all past due fees and tuition, and the balance of the year's tuition, per this contract. The school will also collect any attorney's fees and reasonable collection costs.

Signature(s): Person(s) responsible for payment of tuition and fees Date

If the person(s) responsible for payment of tuition is/are not the parent(s)/legal guardian(s) of the student, then the parent(s)/legal guardian(s) of the student must guarantee payment.

Signature(s): Parent(s)/Legal Guardian(s) Date

VOLUNTEER EXPECTATIONS

Family participation is an important part of creating a school community and at the same time helps keep school costs down. Family members are expected to volunteer their time, energy, and ideas. Opportunities for volunteering include, but are not limited to: driving for field trips, helping out in the classrooms and at publicity/community events, donating items for the Silent Auction, organizing and participating in fundraisers, donating recyclable goods, helping with recycling, and helping out with copies and classroom prep work. At least one family member is expected at each monthly parent meeting and at school clean-up days. A \$10.00 credit will be applied from the Parent Meeting fee towards May tuition for each parent meeting attended.

California Education Code section 35021 requires that volunteers who are consistently on campus or who drive for field trips be TB tested and fingerprinted (live scanned). Volunteers for whom this applies need to be fingerprinted by California Community Care Licensing. Paperwork to be fingerprinted is available in the school office and can be picked up upon the receipt of copy of negative TB results from within the last year. There is a cost associated with the fingerprinting process and Whittier Friends School will offset this cost for **one** member of each family. Upon receiving the fingerprint clearance, your account will be credited the processing fee. Fingerprinting does not need to be repeated each year, but TB tests do need to be submitted annually.

We understand that not every family is able to drive on field trips or volunteer in the classroom and that some family members may not be comfortable with being fingerprinted; therefore it is not a requirement to be fingerprinted to have your child enrolled in Whittier Friends School. However, if you chose not to be fingerprinted, you will need to find other ways volunteer.

Initial here _____

STUDENT EMERGENCY DATA

STUDENT'S NAME		GENDER	BIRTH DATE
ADDRESS		HOME PHONE	
CITY	ZIP	HOME PHONE	
PARENT'S NAME / GUARDIAN (PRIMARY CONTACT)		HOME PHONE	
ADDRESS (IF DIFFERENT THAN STUDENT)		CELL PHONE	
EMPLOYER	OCCUPATION	BUSINESS PHONE	
BUSINESS ADDRESS		OTHER PHONE NUMBER	
PARENT'S NAME / GUARDIAN		HOME PHONE	
ADDRESS (IF DIFFERENT THAN STUDENT)		CELL PHONE	
EMPLOYER	OCCUPATION	BUSINESS PHONE	
BUSINESS ADDRESS		OTHER PHONE NUMBER	

PERSONS WHO MAY BE CALLED IN AN EMERGENCY TO PICK UP YOUR CHILD

NAME	ADDRESS	PHONE	RELATIONSHIP

ADDITIONAL PERSONS AUTHORIZED TO SIGN CHILD OUT OF SCHOOL

NAME	NAME
NAME	NAME

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN ADDRESS	PHONE
DENTIST ADDRESS	PHONE
MEDICAL PLAN AND NUMBER	

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

☐ CALL EMERGENCY HOSPITAL ☐ OTHER EXPLAIN

IS CHILD REGULARLY TAKING ANY MEDICATIONS? PLEASE LIST:

DOES CHILD HAVE ANY ALLERGIES? PLEASE LIST:

ARE THERE ANY HEALTH CONDITIONS OF WHICH THE SCHOOL SHOULD BE AWARE? PLEASE EXPLAIN:

AUTHORIZATION TO CONSENT TO EMERGENCY TREATMENT OF A MINOR

The undersigned, who is: (check applicable statement)

- _____ One of the parents having legal custody
_____ The parent having legal custody
_____ The legal guardian
_____ The person having legal custody

of _____ (Student's name), a minor, hereby authorizes Whittier Friends School in Whittier, into whose care said minor has been entrusted, as agents for undersigned to consent to any emergency X-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of, any physician or surgeon licensed under the provisions of the Medicine Practice Act on the medical staff of any public or private hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital. I also consent to any emergency X-ray treatment and hospital care to be rendered to said minor by a dentist licensed under the provisions of the Dental Practice Act.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power of the part of the aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician and/or dentist in the exercise of his/her best judgment may deem advisable.

This authorization is given pursuant to the provision of Section 6910 of the Family Code of California.

This authorization shall remain effective until August 31, 2020 unless sooner revoked by person having legal custody of said minor.

Dated _____

Signature of parent having legal custody

Witness

Signature of legal guardian or other having legal custody

Witness

(County of Los Angeles, Department of Social Services)